United Nations ST/IC/1999/11

Secretariat

28 January 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters****

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of December 1998 reflects a 1.63 per cent movement over the December 1997 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 1.47 per cent, with effect from 1 January 1999.

3. Pursuant to General Assembly resolution 52/216 of 22 December 1997 regarding the revised methodology for determining salaries for locally recruited staff in the General Service and related categories, which came into effect as of 1 January 1998, the dependent children's allowance for locally recruited staff in the General Service and related categories is hereby revised to $1,044 net per annum, effective 1 January 1999. The amount represents 2.5 per cent of the mid-point of the lowest and highest net salaries, that is, G-1/step 1 and S-7/step IX. It should be noted that this amount applies only to staff recruited on or after 1 February 1999, while the previous amount of $1,236 remains payable to eligible staff on board and already in receipt of the higher amount prior to 1 February 1999.

4. The amount of other dependency allowances, that is, dependent spouse, secondary dependant and first dependent child of a single, widowed or divorced staff member, remain unchanged.

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* The present circular will be in effect until further notice.

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5. The amount of the first and second language allowances have been revised, effective 1 January 1999, to $1,620 and $810 net per annum, respectively.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 January 1999, and will be reflected in the end of February 1999 payroll.

Annex

Salary scale for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters

A.1 Salary scale for staff in the General Service category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	50 659	52 691	54 722	56 753	58 784	60 874	63 052	65 230	67 409	69 587	71 765*
	(Gross pension)	49 693	51 645	53 597	55 548	57 500	59 451	61 409	63 439	65 470	67 501	69 532*
	(Total net)	39 488	40 991	42 494	43 997	45 500	47 003	48 506	50 009	51 512	53 015	54 518*
	(Net pension)	39 488	40 991	42 494	43 997	45 500	47 003	48 506	50 009	51 512	53 015	54 518*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	45 596	47 431	49 266	51 101	52 936	54 772	56 607	58 442	60 297	62 265	64 233*
	(Gross pension)	44 828	46 591	48 354	50 118	51 881	53 644	55 407	57 170	58 934	60 697	62 508*
	(Total net)	35 741	37 099	38 457	39 815	41 173	42 531	43 889	45 247	46 605	47 963	49 321*
	(Net pension)	35 741	37 099	38 457	39 815	41 173	42 531	43 889	45 247	46 605	47 963	49 321*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	40 996	42 657	44 318	45 978	47 639	49 300	50 961	52 622	54 282	55 943	57 604*
	(Gross pension)	40 407	42 003	43 598	45 194	46 790	48 386	49 982	51 578	53 174	54 769	56 365*
	(Total net)	32 337	33 566	34 795	36 024	37 253	38 482	39 711	40 940	42 169	43 398	44 627*
	(Net pension)	32 337	33 566	34 795	36 024	37 253	38 482	39 711	40 940	42 169	43 398	44 627*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	36 977	38 419	39 862	41 358	42 859	44 361	45 862	47 364	48 865	50 366	51 868*
	(Gross pension)	36 423	37 866	39 309	40 752	42 195	43 638	45 081	46 524	47 967	49 410	50 853*
	(Total net)	29 272	30 383	31 494	32 605	33 716	34 827	35 938	37 049	38 160	39 271	40 382*
	(Net pension)	29 272	30 383	31 494	32 605	33 716	34 827	35 938	37 049	38 160	39 271	40 382*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	33 349	34 661	35 973	37 284	38 596	39 908	41 269	42 634	43 999	45 364	46 728*
	(Gross pension)	32 799	34 110	35 422	36 733	38 044	39 355	40 666	41 978	43 289	44 600	45 911*
	(Total net)	26 479	27 489	28 499	29 509	30 519	31 529	32 539	33 549	34 559	35 569	36 579*
	(Net pension)	26 479	27 489	28 499	29 509	30 519	31 529	32 539	33 549	34 559	35 569	36 579*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	30 088	31 273	32 457	33 642	34 826	36 010	37 195	38 379	39 564	40 778*	
	(Gross pension)	29 589	30 720	31 904	33 089	34 274	35 458	36 643	37 828	39 013	40 197*	
	(Total net)	23 968	24 880	25 792	26 704	27 616	28 528	29 440	30 352	31 264	32 176*	
	(Net pension)	23 968	24 880	25 792	26 704	27 616	28 528	29 440	30 352	31 264	32 176*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	27 139	28 209	29 279	30 349	31 419	32 490	33 560	34 630	35 700*		
	(Gross pension)	26 787	27 804	28 821	29 838	30 867	31 937	33 007	34 077	35 147*		
	(Total net)	21 697	22 521	23 345	24 169	24 993	25 817	26 641	27 465	28 289*		
	(Net pension)	21 697	22 521	23 345	24 169	24 993	25 817	26 641	27 465	28 289*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

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Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 620 net per annum.
Second language	810 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

• Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

B.1 Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
LT	(Gross)	52 181	53 961	55 741	57 520	59 300	61 158	63 067	64 975	66 884	68 793	70 701	72 610
	(Gross pension)	51 153	52 864	54 574	56 285	57 995	59 706	61 422	63 202	64 982	66 762	68 542	70 322
	(Total net)	40 614	41 931	43 248	44 565	45 882	47 199	48 516	49 833	51 150	52 467	53 784	55 101
	(Net pension)	40 614	41 931	43 248	44 565	45 882	47 199	48 516	49 833	51 150	52 467	53 784	55 101
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C.1 Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	44 615	46 846	49 077	51 308	53 539
	(Gross pension)	43 883	46 027	48 171	50 315	52 459
	(Total net)	35 015	36 666	38 317	39 968	41 619
	(Net pension)	35 015	36 666	38 317	39 968	41 619
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	39 254	40 943	42 664	44 384	46 104
	(Gross pension)	38 702	40 354	42 007	43 659	45 311
	(Total net)	31 025	32 298	33 571	34 844	36 117
	(Net pension)	31 025	32 298	33 571	34 844	36 117
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	36 094	37 604			
	(Gross pension)	35 542	37 052			
	(Total net)	28 592	29 755			
	(Net pension)	28 592	29 755			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

D.1 Salary scale for staff in the Security Service category at Headquarters

(United States dollars)
Effective 1 January 1999

		STEPS												
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	62 219	64 717	67 216	69 714	72 213	74 712	77 210	79 709	82 207*				
	(Gross pension)	60 657	62 962	65 292	67 622	69 951	72 281	74 611	76 940	79 270*				
	(Total net)	47 931	49 655	51 379	53 103	54 827	56 551	58 275	59 999	61 723*				
	(Net pension)	47 931	49 655	51 379	53 103	54 827	56 551	58 275	59 999	61 723*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	57 641	59 812	62 128	64 457	66 786	69 114	71 443	73 772	76 101*				
	(Gross pension)	56 399	58 487	60 574	62 718	64 890	67 062	69 234	71 406	73 578*				
	(Total net)	44 654	46 261	47 868	49 475	51 082	52 689	54 296	55 903	57 510*				
	(Net pension)	44 654	46 261	47 868	49 475	51 082	52 689	54 296	55 903	57 510*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	53 195	55 211	57 227	59 243	61 351	63 513	65 675	67 838	70 000*				
	(Gross pension)	52 130	54 067	56 004	57 941	59 878	61 838	63 854	65 869	67 885*				
	(Total net)	41 364	42 856	44 348	45 840	47 332	48 824	50 316	51 808	53 300*				
	(Net pension)	41 364	42 856	44 348	45 840	47 332	48 824	50 316	51 808	53 300*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	48 680	50 528	52 377	54 226	56 074	57 923	59 772	61 738	63 720*				
	(Gross pension)	47 790	49 567	51 343	53 119	54 896	56 672	58 449	60 225	62 032*				
	(Total net)	38 023	39 391	40 759	42 127	43 495	44 863	46 231	47 599	48 967*				
	(Net pension)	38 023	39 391	40 759	42 127	43 495	44 863	46 231	47 599	48 967*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	45 555	47 007	48 458	49 909	51 361	52 812	54 264	55 715	57 166	58 618	60 074*		
	(Gross pension)	44 790	46 184	47 578	48 972	50 367	51 761	53 155	54 549	55 944	57 338	58 732*		
	(Total net)	35 711	36 785	37 859	38 933	40 007	41 081	42 155	43 229	44 303	45 377	46 451*		
	(Net pension)	35 711	36 785	37 859	38 933	40 007	41 081	42 155	43 229	44 303	45 377	46 451*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	41 028	42 341	43 653	44 965	46 277	47 589	48 901	50 214	51 526	52 838	54 150	55 462	56 774*
	(Gross pension)	40 436	41 697	42 958	44 219	45 480	46 741	48 002	49 264	50 525	51 786	53 047	54 308	55 569*
	(Total net)	32 361	33 332	34 303	35 274	36 245	37 216	38 187	39 158	40 129	41 100	42 071	43 042	44 013*
	(Net pension)	32 361	33 332	34 303	35 274	36 245	37 216	38 187	39 158	40 129	41 100	42 071	43 042	44 013*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	36 626	37 755											
	(Gross pension)	36 094	37 202											
	(Total net)	29 002	29 871											
	(Net pension)	29 002	29 871											
	(NPC)	0	0											

∞ Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 620 net per annum.
Second language	810 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

Security Service category: schedule of pensionable remuneration applicable to staff on board prior to 1 September 1992

(United States dollars)

Level		*STEPS*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
S-7	(Gross)	—	—	—	—	—	72 466	74 881	77 297	79 713				
S-6		—	—	—	—	—	—	—	71 558	73 809				
S-5		—	—	—	—	—	—	—	—	—				
S-4		—	—	—	—	—	—	—	—	—				
S-3		—	—	—	—	—	—	—	—	—	—	—		
S-2		—	—	—	—	—	—	—	—	—	—	—	—	—
S-1		—	—											

The revised gross salaries are lower than those in effect under the previous salary scale, effective 1 September 1991. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1992.

Security Service category: schedule of pensionable remuneration applicable to staff on board prior to 1 September 1997

(United States dollars)

	STEPS												
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
S-7	60 905	63 190	65 483	67 776	70 070	72 396	74 721	77 046	79 372				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734
S-1	36 109	37 234											

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries. Therefore, the above gross salaries in effect under the previous salary scale, effective 1 September 1993, are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1997.

E.1 Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	61 130	63 319	65 507	67 696	69 884	72 072	74 261
	(Gross pension)	59 682	61 658	63 699	65 739	67 779	69 820	71 860
	(Total net)	47 180	48 690	50 200	51 710	53 220	54 730	56 240
	(Net pension)	47 180	48 690	50 200	51 710	53 220	54 730	56 240
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	57 378	59 301	61 313	63 375	65 438	67 500	69 562
	(Gross pension)	56 150	57 998	59 845	61 710	63 633	65 555	67 478
	(Total net)	44 460	45 883	47 306	48 729	50 152	51 575	52 998
	(Net pension)	44 460	45 883	47 306	48 729	50 152	51 575	52 998
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	53 705	55 509	57 314	59 118	60 988	62 923	64 858
	(Gross pension)	52 617	54 352	56 086	57 820	59 554	61 289	63 094
	(Total net)	41 742	43 077	44 412	45 747	47 082	48 417	49 752
	(Net pension)	41 742	43 077	44 412	45 747	47 082	48 417	49 752
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	50 030	51 718	53 405	55 093	56 781	58 469	60 168
	(Gross pension)	49 086	50 708	52 330	53 952	55 575	57 197	58 819
	(Total net)	39 022	40 271	41 520	42 769	44 018	45 267	46 516
	(Net pension)	39 022	40 271	41 520	42 769	44 018	45 267	46 516
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	46 361	47 931	49 501	51 072	52 642	54 212	55 782
	(Gross pension)	45 562	47 071	48 580	50 089	51 597	53 106	54 615
	(Total net)	36 307	37 469	38 631	39 793	40 955	42 117	43 279
	(Net pension)	36 307	37 469	38 631	39 793	40 955	42 117	43 279
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	42 688	44 142	45 596	47 050	48 504	49 958	51 412
	(Gross pension)	42 033	43 430	44 827	46 223	47 620	49 017	50 414
	(Total net)	33 589	34 665	35 741	36 817	37 893	38 969	40 045
	(Net pension)	33 589	34 665	35 741	36 817	37 893	38 969	40 045
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	39 065	40 361	41 695	43 028	44 362	45 696	47 030
	(Gross pension)	38 512	39 794	41 076	42 358	43 641	44 923	46 205
	(Total net)	30 880	31 867	32 854	33 841	34 828	35 815	36 802
	(Net pension)	30 880	31 867	32 854	33 841	34 828	35 815	36 802
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	35 522	36 691	37 860	39 029	40 205	41 422	42 638
	(Gross pension)	34 969	36 139	37 307	38 476	39 645	40 814	41 983
	(Total net)	28 152	29 052	29 952	30 852	31 752	32 652	33 552
	(Net pension)	28 152	29 052	29 952	30 852	31 752	32 652	33 552
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 620 net per annum.
Second language	810 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.